

# Short-Term Rental Licence Application

For new and renewing applicants.

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All applicants must submit the supporting documents with this Short-Term Rental Licence Application Form.

Please review the list below to confirm you have included the correct documents with your application.

1. Ownership- Provide one of the following 2 documents: Proof of ownership of the property on which the short-term rental is located (if owned by the applicant) **OR** Owner Authorization Form (if applicant is not the owner).
2. Verification of Primary Residence- Acceptable documents include a copy of your Driver's Licence **OR** Income Tax forms or returns.
3. Verification of Age- Must be 18+
4. Proof of Insurance: Applicants must provide a certificate of insurance that includes a liability limit of no less than \$2,000,000 per occurrence for property damage and bodily injury; **AND** a statement that a short-term rental is being operated on the premises.
5. Certificates of Insurance for Bed & Breakfasts must also include: the City of Owen Sound as an additional insured with respect to the operation of a short-term rental; **AND** an endorsement that the City will be provided at least 30 days' notice in writing of any cancellation or material variation to the policy.
6. Photo of the Front of the Dwelling (and Front Entry if shared entry).
7. Site Plan and Parking Management Plan (may be separate or combined).
8. Fire Safety Plan (showing exits, CO2 and smoke alarms, fire extinguishers).
9. Electrical Safety Documentation: This application must include a Letter of Acceptance from a qualified, insured, and licensed electrician stating that the short-term rental conforms to the Electrical Safety Code.
10. FOR RENEWAL: Operator's Logbook
11. IF APPLICABLE: Condominium Authorization Letter (if part of a condo/life lease/cooperative).
12. IF ON PRIVATE WATER SUPPLY: Well Water Test Report from Grey Bruce Public Health.
13. IF ON PRIVATE SEWAGE SYSTEM: Record of Septic Service within the last 3 years from date of application, showing inspection and pump-out service.
14. Payment of Fees: can be submitted by mail or in person at City Hall. If submitting by mail, send to City Hall 808 2nd Avenue East, Owen Sound, ON N4K 2H4

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Questions about this application can be directed to the STR Licensing Coordinator by email or phone:

[str@owensound.ca](mailto:str@owensound.ca)

519-376-4440 ext. 1257

**Application Type \***

- New Licence
- Licence Renewal

**Existing Licence Number for Renewal**

**Short-Term Rental Type \***

- General Short-Term Rental (unit is located within the applicant's primary residence, if located outside of the downtown core)
- Bed and Breakfast

**Applicant First Name \***

**Applicant Last Name \***

**Applicant Street Address \***

**Applicant City, Province, Postal Code \***

**Applicant Phone Number \***

**Alternate Phone Number**

**Applicant Email Address \***

**Is the Applicant also the Owner of the Short-Term Rental property connected to this application? \***

- Yes
- No

**Owner's First Name \***

**Owner's Last Name \***

**Owner's Street Address \***

**Owner's City, Province, Postal Code \***

**Owner's Phone Number \***

**Owner's Email Address \***

**Declaration (must be completed by the applicant, and if there is an owner, by the owner and applicant)**

I, the undersigned, hereby acknowledge and certify that:

- This application for a short-term rental does not confer a licence until and unless it has been approved by the City and that advertising or operation prior to obtaining said licence is an offence under By-law No. 2023-115;
- The short-term rental is not subject to an order, or orders made pursuant to the applicable law, including but not limited to a City by-law, the Building Code Act, the Fire Protection and Prevention Act, and the Medical Officer of Health;
- The short-term rental contains functioning smoke alarms, carbon monoxide alarms, fire extinguishers, and exits;
- The Owner, and Tenant if applicable, will require each renter to abide by the Visitor's Code of Conduct;
- The Owner, and Tenant if applicable, will abide by the responsibilities as listed in the City's STR By-law No. 2023-115, as amended;
- The Owner, and Tenant if applicable, confirms the accuracy, truthfulness, and completeness of the information submitted;
- The Owner, and Tenant if applicable, will maintain liability insurance as required through this by-law while the short-term rental is being operated as a short term rental; and
- The Owner, and Tenant if applicable, will maintain a record of rentals (including, but not limited to, contact name(s), phone number(s), e-mail(s), number of visitors, and length of stay) and provide such records to the City of Owen Sound, Owen Police Service, and or Grey Bruce Public Health upon request.

**Declaration (must be completed by the applicant, and if there is an owner, by the owner and applicant).**

**Please upload all necessary accompanying documents for this application.**

**I confirm the following documents are uploaded to this application. Please check all that apply. If you are unable to upload necessary documentation, please send the files via email to [str@owensound.ca](mailto:str@owensound.ca)**

- Ownership- Provide one of the following 2 documents: Proof of ownership of the property on which the short-term rental is located (if owned by the applicant) OR Owner Authorization Form (if applicant is not the owner).
- Verification of Primary Residence- Acceptable documents include a copy of your Driver's Licence OR Income Tax forms or returns.
- Verification of Age- Must be 18+
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- Certificates of Insurance for Bed & Breakfasts must also include: the City of Owen Sound as an additional insured with respect to the operation of a short-term rental; AND an endorsement that the City will be provided at least 30 days' notice in writing of any cancellation or material variation to the policy.
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- IF ON PRIVATE SEWAGE SYSTEM: Record of Septic Service within the last 3 years from date of application, showing inspection and pump-out service.

**Indemnity Agreement (must be signed by the applicant)**

The Applicant shall indemnify and hold harmless the Corporation of the City of Owen Sound, its elected officials, officers, employees and agents (each an "Indemnitee") from and against all actions, causes of action, liabilities (whether accrued, actual, contingent or otherwise), claims and demands whatsoever (including but not limited to, damages, liabilities, claims and demands for income, sales, excise or other taxes) of or in connection with all short-term rentals owned or operated by the Applicant within the City of Owen Sound, existing at or after the date of this Agreement.

The Applicant shall give the Corporation of the City of Owen Sound notice of any liability, claim, demand for which the Applicant may be liable within 5 days of such liability, claim, demand or cost coming to their attention. The Corporation of the City of Owen Sound, at its expense, shall be permitted to participate in any negotiations, to assume the defence of any action or proceeding and to settle any claim in respect of which indemnification is sought under this Agreement.

**Indemnity Agreement (must be signed by the applicant). \***

**Declaration (must be completed by the applicant, and if there is an owner, by the owner and applicant)**

I, the undersigned, hereby acknowledge and certify that:

- This application for a short-term rental does not confer a licence until and unless it has been approved by the City and that advertising or operation prior to obtaining said licence is an offence under By-law No. 2023-115;
- The short-term rental is not subject to an order, or orders made pursuant to the applicable law, including but not limited to a City by-law, the Building Code Act, the Fire Protection and Prevention Act, and the Medical Officer of Health;
- The short-term rental contains functioning smoke alarms, carbon monoxide alarms, fire extinguishers, and exits;
- The Owner, and Tenant if applicable, will require each renter to abide by the Visitor's Code of Conduct;
- The Owner, and Tenant if applicable, will abide by the responsibilities as listed in the City's STR By-law No. 2023-115, as amended;
- The Owner, and Tenant if applicable, confirms the accuracy, truthfulness, and completeness of the information submitted;
- The Owner, and Tenant if applicable, will maintain liability insurance as required through this by-law while the short-term rental is being operated as a short term rental; and
- The Owner, and Tenant if applicable, will maintain a record of rentals (including, but not limited to, contact name(s), phone number(s), e-mail(s), number of visitors, and length of stay) and provide such records to the City of Owen Sound, Owen Police Service, and or Grey Bruce Public Health upon request.

**Declaration (must be completed by the applicant, and if there is an owner, by the owner and applicant).**

Please note that all personal information submitted for inclusion in this application is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used to complete the licensing process. The information provided will be distributed to City Departments and other applicable authorities for comment to determine if a licence will be granted. Certain information will form part of the Council Agenda which is a public record.

Questions about this collection should be directed to the City Clerk, Briana M. Bloomfield, at 808 2nd Avenue East, Owen Sound, ON, N4K 2H4, [bbloomfield@owensound.ca](mailto:bbloomfield@owensound.ca), or 519-376-4440 ext. 1257.

## **How to Submit your Application**

Click submit below. A copy of your completed application will be emailed to the address provided, this is your record of receipt. Please allow up to 5 business days for a response from the Short Term Rental Coordinator.

## **Payments**

For all applications, online or paper, payment must be submitted through our Service Owen Sound desk at City Hall. Payment can be made by cash, cheque, debit, or credit card or by mailing a cheque to City Hall, 808 2nd Avenue East, Owen Sound, ON N4K 2H4 (attention: STR Licensing Coordinator). Cheques should be made out to the 'City of Owen Sound'

If you prefer a paper application, our application and supporting documentation can be submitted in person to the Service Counter at City Hall (attention: STR Licensing Coordinator) or by email to [str@owensound.ca](mailto:str@owensound.ca).



# Thank You

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